



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, U.S. ARMY MATERIEL COMMAND**  
**9301 CHAPEK ROAD**  
**FORT BELVOIR, VA 22060-5527**

AMCPE-F

CPL 05-42-AMCPE-F  
2 Nov 2005

**MEMORANDUM FOR MAJOR SUBORDINATE COMMANDS AND SEPARATE  
REPORTING ACTIVITIES**

**SUBJECT: Command Policy Letter - U.S. Army Materiel Command Delegation of Approval  
Authority for Incentive Awards**

**1. References:**

- a. AR 672-20, Incentive Awards, 29 January 1999.
  - b. Memorandum, HQ AMC, AMCPE-AA, 13 April 1999, subject: Delegation of Approval Authority for Incentive Awards.
2. This memorandum supersedes above referenced memorandum. In accordance with AR 672-20, paragraph 2-5b, Major Subordinate Command (MSC) Commanders/Directors (CDR/DIR) who are General Officers (GO) or Senior Executive Service (SES) members are hereby authorized to approve individual or individual pro rata shares of group awards up to and including \$7,500.
3. Separate Reporting Activity (SRA) CDR/DIR who are GO/SES members are authorized to approve awards up to and including \$5,000. The CDR/DIR of a SRA below the rank of GO/SES is authorized to approve awards up to and including \$3,000.
4. All of the above designated approval authorities may redelegate all or part of their authority to subordinate managers and supervisors, except for Special Act or Service awards given to Soldiers for Scientific Achievement, regardless of the dollar amount. Only the MSC/SRA CDR/DIR may approve monetary awards to Soldiers for Scientific Achievement.
5. A copy of approved monetary awards for Soldiers must be forwarded to HQ AMC, ATTN: AMCPE-AA. The HQ AMC Military Awards Office will maintain a record of all cash awards granted to Soldiers, except for the Army Idea of Excellence Program, for future reporting requirements.

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//Signed//

BENJAMIN S. GRIFFIN  
General, USA  
Commanding